

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: DPW

DATE: OCTOBER 30, 2007

COMMITTEE MEMBERS PRESENT:**SUPERVISORS**

BELDEN
BENTLEY
HASKELL
MASON
STEC
GERAGHTY
MERLINO

OTHERS PRESENT:**REPRESENTING THE DPW DEPARTMENT:**

WILLIAM LAMY, DPW SUPERINTENDENT
JEFFREY TENNYSON, DEPUTY SUPERINTENDENT OF
ENGINEERING
WILLIAM THOMAS, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
SERVICES
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS GABRIELS
KENNY
O'CONNOR
F. THOMAS
AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

Mr. Belden called the meeting of the DPW Committee to order at 9:30 a.m.

Motion was made by Mr. Geraghty, seconded by Mr. Bentley and carried unanimously to approve the minutes from the October 2, 2007 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to William Lamy, DPW Superintendent, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Mr. Lamy apprised that page one of the agenda reflected a request to extend the contract with Creighton Manning Engineering, LLP (CME) for construction inspection of the Padanarum Road Bridge. He explained that he, Jeffrey Tennyson, Deputy Superintendent of Engineering, and representatives of CME and NYSDOT (New York State Department of Transportation) had met with respect to the project and determined that although the bridge was open, the project had taken longer than anticipated and they could no longer proceed with only part-time construction inspection. Therefore, Mr. Lamy stated, the decision was made to have an engineer on site on a full-time basis to finish the project, resulting in the need for an increase to the existing CME contract. He noted that the amended agreement would be forwarded to NYSDOT for inclusion in a Master Agreement amendment as the project was eligible for an additional \$12,000 in Federal and State funding, the Local Share of which would be \$600.

Motion was made by Mr. Geraghty, seconded by Mr. Stec and carried unanimously to approve the request to extend the existing contract with CME as outlined above and the necessary resolution was approved for the November 16th Board meeting. *A copy of the request is on file with the minutes.*

The next agenda item, Mr. Lamy advised, referred to the County Auction which had been held on the prior Saturday. He said that regardless of the inclement weather, there had been a favorable turnout and the County had netted slightly more than \$50,000 from the sale of unused County vehicles and equipment. Mr. Lamy noted that he had developed a summary of all of the items sold if any of the Supervisors were interested in reviewing it. He added that the City of Glens Falls had also taken part in the auction and had sold a

considerable amount of their unused items also.

Mr. Lamy asked what had been done with the DPW share of funds raised at the County Auction in the past and Joan Sady, Clerk of the Board, advised that it was her recollection that the funds were returned to the General Fund. Mr. Belden confirmed that Mrs. Sady's statement was correct.

Mr. Lamy apprised that the Auctioneer in charge of the County Auction had encouraged him to take pictures of any equipment intended for future auction and forward them to him to experiment with selling these items on the internet. He added that it was the Auctioneer's feeling that the County could make a better profit with internet sales as the percentage paid to the Auctioneer would be less due to decreased overhead. Mr. Lamy advised that he would continue to research the matter and return to the Committee with any new information for further discussion.

Mr. Lamy directed the Committee to page four of the agenda which included a request for authorization to sell a 1997 Ford F-150 pickup truck to the City of Glens Falls for the sum of \$1,850. He apprised that prior to the County Auction he had received a telephone call from Dale Granger, City of Glens Falls DPW Superintendent, in response to an invitation for any municipality interested to peruse selected items intended for auction. In reviewing the items Mr. Granger had found the 1997 Ford which he wished to purchase on behalf of the City of Glens Falls, Mr. Lamy stated. He said that the approximate trade-in value for the vehicle was \$1,335, while it was estimated that the price that might be gained by selling the vehicle at auction would be in the neighborhood of \$2,385. After disclosing these figures, Mr. Lamy advised that he and Mr. Granger had agreed upon a price of \$1,850 for the vehicle.

Motion was made by Mr. Mason, seconded by Mr. Stec and carried unanimously to approve the request to sell one 1997 Ford F-150 pickup truck to the City of Glens Falls for the sum of \$1,850 and the necessary resolution was authorized for the November 16th Board meeting. *A copy of the request is on file with the minutes.*

Continuing with the agenda review, Mr. Lamy apprised that page five included a listing of contract extensions. He explained that he and Julie Pacyna, Purchasing Agent, had reviewed previous resolutions to determine which contracts could be renewed without resolution. Mr. Lamy stated that although the contracts listed on page five of the agenda did not require a resolution to renew them, he did require the Committee's authorization to do so. Those contracts were as follows:

- 1) WC 93-06 Plumbing repairs, rehabilitation and installation
R.F. Gordon Mechanical, Inc.
- 2) WC 82-06 Solid waste, medical waste and recycling disposal services
Waste Management of NY, LLC
Stericycle, Inc.
Casella Waste Management of NY (D/B/A Springer Waste Management)
- 3) WC 103-06 HVAC repairs, rehabilitation and installation
D&E Technologies, Inc.
- 4) WC 95-06 Professional surveyor services
David F. Barrass, L.S.
- 5) WC 31-07 Paverlaid chip seal/ultra thin hot mix asphalt
Gorman Bros., Inc.
- 6) WC 112-06 Professional engineering services

Rist-Frost Assoc., PC - *Structural, electrical & mechanical*
Schoder Rivers Associates - *Structural*

Mr. Belden asked if any of the contracts would increase in price upon renewal and Mr. Lamy replied that the hourly labor rate charged in the R.F. Gordon Mechanical, Inc. contract for plumbing repairs, rehabilitation and installation, would increase slightly. However, he pointed out, he felt that the increase was still within reasonable labor rates for this type of work and, therefore, acceptable.

Motion was made by Mr. Stec, seconded by Mr. Mason and carried unanimously to authorize extension of the above referenced contracts for one year.

Mr. Lamy stated that in his review of contracts requiring renewal he did find some that required renewal by resolution, the first of which was with Atlantic Pavement Marking, as reflected on page six of the agenda. He explained that Atlantic Pavement Marking had agreed to extend their contract through December 31, 2008 and the contract costs were included on page nine of the agenda.

Motion was made by Mr. Stec, seconded by Mr. Bentley and carried unanimously to approve extension of the existing contract with Atlantic Pavement Marking as outlined above and the necessary resolution was authorized for the November 16th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Lamy apprised that agenda pages 10 - 12 reflected multiple requests for new contracts with Waste Management of NY, LLC, Perkins Recycling Corporation and Casella Waste Management of NY respectively, for solid waste and recycling transportation services for Warren County and its municipal subdivisions. He noted that all three entities were currently used for the services indicated and the contract terms for each would commence January 1, 2008 and terminate December 31, 2008. The bid award sheets were also included in the agenda, Mr. Lamy added.

Motion was made by Mr. Mason, seconded by Mr. Stec and carried unanimously to approve the requests for new contracts with Waste Management of NY, LLC, Perkins Recycling Corporation and Casella Waste Management of NY as outlined above and the necessary resolutions were authorized for the November 16th Board meeting. *Copies of the requests are on file with the minutes.*

Hal Payne, Commissioner of Administrative & Fiscal Services entered the meeting at 9:40 a.m.

Mr. Lamy directed the Committee members to the Expense Budget Performance Report, which was included as an attachment to the agenda. He explained that the report reflected 20.5 payroll periods, indicating that it was lacking 5.5 payrolls from being current. Accounting for these missing figures, Mr. Lamy advised, they had used almost 79% of the funds budgeted for payroll costs. He pointed out that the prevalent issues would be in the area of overtime costs, such as in the Buildings portion of the report which reflected overages due to significant events that had occurred earlier in the year. Mr. Lamy said that the agenda included transfers, which he would outline later in the meeting, that would cover shortfalls in this area. He added that the salaries listed under the Municipal Center Annex reflected that most of the costs had been charged out and this was due to a coding problem that had happened in the past and required attention to be sure that employee time was being charged to the correct location. Mr. Lamy said that this matter would also be taken care of in the fund transfers included.

Mr. Lamy advised that page eight of the Expense Budget Performance Report showed that the majority of the funds budgeted for the Traffic Control Division had been used. He reminded the Committee of his previous advisement that the funds budgeted in this code only reflected the base salaries of the people continuously employed and did not include seasonal employees or longevity. Mr. Lamy stated that the Maintenance of Roads portion of the report, included on page 10, reflected that funds budgeted for overtime had been exceeded and this was partially due to some of the problems encountered on the roads. He noted that he had to further review the time accountability as some overtime was incurred by the paving crew and some of the paving charges to other municipalities might have depleted those overtime costs. Mr. Lamy noted that overtime issues had been addressed in developing the 2008 Budget proposal to help avoid such occurrences in the future. He clarified that all of the overages described could be covered through transferring funds within the existing Budget and he was not requesting additional funding.

Mr. Belden noted that overtime overages could also be attributed to storm damage cleanup from the recent storm in the Town of Horicon and Mr. Lamy agreed.

Discussion ensued.

Mr. Lamy proceeded to page 26 of the agenda packet, which began the series of six transfers of funds. He noted that he had included transfers pertaining to the Buildings & Grounds and Airport divisions also, which would be a one-time occurrence. Mr. Lamy apprised that one of the transfers requested would fund the purchase of a new computer for the employee identification card system as well as a new copier and a vacuum, while the other five were to cover shortfalls in salary codes. He detailed the transfers as follows:

- 1) From Code: A.1620 470 - Buildings - Contract
To Code: A.1620 220 - Buildings - Office Equipment
Amount: \$5,000
(Transfer to fund purchase of a new computer for employee identification card system as well as a copier and a new vacuum.)
- 2) From Code: D.5110 470 - County Roads - Maintenance of County Roads - Contract
To Code: D.5112 8125 280 - County Roads - CR#11 Valley Woods Road - Projects
Amount: \$4,000
- 3) From Code: D.5110 413 - County Roads - Maintenance of Roads - Repairs & Maintenance - Bldgs./Property
To Code: D.5110 120 - County Roads - Maintenance of Roads - Salaries - Overtime
Amount: \$25,000

From Code: D.5142 410 - County Roads - Snow Removal County - Supplies
To Code: D.5142 120 - County Roads - Snow Removal County - Salaries - Overtime
Amount: \$50,000
- 4) From Code: A.7111 120 - Up Yonda Farm - Salaries - Overtime
To Code: A.7111 110 - Up Yonda Farm - Salaries - Regular
Amount: \$24,500

From Code: D.5020 110 - County Roads - Engineering - Salaries - Regular
To Code: D.5010 110 - County Roads - Highway Administration - Salaries - Regular

	Amount:	\$1,000
	From Code:	D.5020 110 - County Roads - Engineering - Salaries - Regular
	To Code:	D.5010 120 - County Roads - Highway Administration - Salaries - Overtime
	Amount:	\$700
	From Code:	D.5020 110 - County Roads - Engineering - Salaries - Regular
	To Code:	D.3310 120 - County Roads - Traffic Control - Salaries - Overtime
	Amount:	\$4,500
	From Code:	D.1910 418 - County Roads - Unallocated Insurance - General Liability
	To Code:	D.3310 110 - County Roads - Traffic Control - Salaries - Regular
	Amount:	\$19,000
5)	From Code:	A.1620 110 - Buildings - Salaries - Regular
	To Code:	A.1620 120 - Buildings - Salaries - Overtime
	Amount:	\$10,000
	From Code:	A.1620 110 - Buildings - Salaries - Regular
	To Code:	A.1621 120 - Building #11 - Salaries - Overtime
	Amount:	\$2,000
	From Code:	A.1620 110 - Buildings - Salaries - Regular
	To Code:	A.1623 110 - Municipal Center Annex - Salaries - Regular
	Amount:	\$7,500
	From Code:	A.5610 110 - Airport (DPW) - Salaries - Regular
	To Code:	A.5610 120 - Airport (DPW) - Salaries - Overtime
	Amount:	\$7,000
	From Code:	A.5610 417 - Airport (DPW) Water/Sewer Taxes
	To Code:	A.5610 120 - Airport (DPW) - Salaries - Overtime
	Amount:	\$5,000
	From Code:	A.7110 110 - Parks & Recreation - Salaries - Regular
	To Code:	A.7111 110 - Up Yonda Farm - Salaries - Regular
	Amount:	\$4,200
6)	From Code:	DM1910 418 - Road Machinery - Unallocated Insurance - General Liability
	To Code:	DM5130 120 - Road Machinery - Machinery - Salaries - Overtime
	Amount:	\$4,000
	From Code:	DM5130 110 - Road Machinery - Machinery - Salaries - Regular
	To Code:	DM5130 120 - Road Machinery - Machinery - Salaries - Overtime
	Amount:	\$4,000

Motion was made by Mr. Haskell, seconded by Mr. Bentley and carried unanimously to approve all six (6) requests for transfer of funds and refer same to the Finance Committee. *Copies of the requests are on file with*

the minutes.

Continuing with the agenda review, Mr. Lamy apprised that page 33 consisted of a request for transfer of funds in the amount of \$15,000 to fund the purchase of a sign making machine. Mr. Lamy reminded the Committee that they had previously authorized the purchase of this machine and it appeared that the opportunity to purchase the machine from a sole source bidder had been denied and an RFP (Request for Proposal) was now necessary. He advised that because this more lengthy process was required the purchase could not be made in 2007, therefore, in discussion with Mr. Payne, it was suggested that the funds necessary to purchase the machine be transferred from the Traffic Control Budget to the Computerization Effort Capital Project, thereby securing the funds in the 2007 Budget for purchase at completion of the bidding process.

Mr. Stec asked Mr. Lamy if it might not be cheaper to purchase road and traffic signs from another source rather than producing them in-house and Mr. Lamy replied in the negative. Mr. Lamy explained that his staff was responsible for producing and erecting the road signs and the costs of the labor and materials for this process was still less costly than purchasing them from an outside source. Mr. Lamy further explained that the new sign making machine would actually pay for itself in approximately four years because it would greatly reduce the costs incurred in the sign making process, as they were currently make by hand. Mr. Belden advised that the Town of Hague purchased signs from the County as the cost was approximately one-third less than those charged by other companies.

Discussion ensued.

Mr. Payne advised that the transfer of funds requested by Mr. Lamy for the purchase of the sign making machine was not necessary because the County Treasurer preferred that the purchase be made through the normal procedure of encumbering the necessary funds in the 2007 Budget to purchase the machine at the close of the RFP process, rather than delaying the process until 2008.

Mr. Lamy clarified that in light of the information relayed by Mr. Payne the transfer of funds was no longer needed, making agenda page 33 void.

Mr. Lamy apprised that the next agenda item listed pertained to a Road Projects update. He stated that during the Budget process he had finalized the status of necessary Road Projects and submitted an appropriate road project budget of \$2.6 million. At the same time, Mr. Lamy noted, he had submitted a listing of the equipment needed, and it was determined by the Committee that some of the road projects should be delayed to increase the funding available for the purchase of new equipment. He said that through discussion with the Budget Officer and staff this measure had been taken, eliminating \$776,000 worth of highway projects thereby reducing the Road Project budget to approximately \$1.8 million. Mr. Lamy advised that he had made a list of the road projects reduced or eliminated from the budget as per the Committee's suggestion and he asked the Committee members to contact him with any questions they might have.

Mr. Belden stated that the roads removed from the 2008 Road Project Budget should be included as priorities for 2009 and Mr. Lamy agreed.

Referring to the next agenda item, 2008 Equipment Purchases, Mr. Lamy stated that he had developed a schedule for these purchases which projected a cost of \$1.4 million for 2008 and \$1 million per year for several years following. He said that it was his understanding, as per discussion with the Budget Officer, that they were now considering bonding a significant amount of equipment in both 2008 and 2009 to assist in restocking and improving the equipment necessary to the Department. Mr. Payne apprised that the

equipment purchases for 2008 would definitely be bonded and the bonding terms would depend on the item, for example vehicles would require three year terms, while heavy equipment might incur a term for as many as 15 years. Mr. Lamy stated that these measures should significantly improve the 2008 Budget.

Discussion ensued.

Mr. Lamy advised that the next agenda item consisted of an update of Capital Projects. He said that throughout the year several Master Agreements and amendments had been processed with the help of NYSDOT; however, he added, they seem to be delayed at the State Comptroller's Office. Mr. Lamy noted that unfortunately, access to the reimbursement funds could not be accessed until the documents cleared this Office. He said that Mr. Tennyson had advised that several consultants were still working but if these documents did not clear the Comptroller's Office the Capital Projects would be delayed.

Mr. Lamy stated that the Corinth Road project had a number of developments that would require action on the part of both the County and the Town of Queensbury. He said that a special Committee meeting should be scheduled in the near future to discuss the status of the project and the actions necessary. Mr. Lamy added that Clough, Harbour & Associates (CHA) should also be invited to this meeting to discuss their part in the project. Mr. Belden stated that he was in favor of the meeting and that officials from the Town of Queensbury should also be invited, as well as any members of the Board of Supervisors. Mr. Lamy advised that he would confer with Joan Sady, Clerk of the Board of Supervisors, to schedule this meeting.

Referring to the synchronization of the signals on Quaker Road, Mr. Lamy apprised that this effort was currently underway. Mr. Stec stated that he and other officials at the Town of Queensbury were relieved to find that problems surrounding the signals were caused by synchronization rather than costly hardware issues, as originally thought.

Mr. Geraghty asked Mr. Lamy for the status of the Milton Avenue Bridge project and Mr. Lamy replied that this was one of the projects delayed at the State Comptroller's Office. Mr. Lamy advised that as much preparation as possible had been done for this project in the way of ROW (Right of Way) acquisition maps, but the project could not proceed without the guarantee of funding from the Comptroller's Office. He noted that Federal funding had been committed verbally; however, he said, until it was documented there was a reluctance to proceed with the project. Mr. Lamy stated that this project would move to construction as soon as the necessary documentation was received. In connection with this project, the resurfacing of Library Avenue and Milton Street had been postponed pending the completion of the Milton Avenue Bridge project, Mr. Lamy apprised. He said that the money for this project was included in the Budget, but the construction would be delayed until 2008.

Returning to the agenda review, Mr. Lamy apprised that page 34 of the agenda reflected a letter of recognition and appreciation from a citizen regarding the services rendered subsequent to recent storm damage on Palisades Road in the Town of Horicon. Mr. Lamy read the letter to the Committee and he noted that Mr. Bentley had received a similar letter of appreciation at the Town level. He stated that he wished to pass along the compliment to all of the DPW crews at both the Town and County level, as well as the Office of Emergency Services because they had provided the majority of the efforts. Mr. Lamy stated that he was very proud of not only his Department but of everyone who had joined in the efforts to restore the area.

Motion was made by Mr. Geraghty, seconded by Mr. Bentley and carried unanimously to request that the Chairman of the Board send a letter of appreciation to all employees involved in this clean up effort, to be

posted at all DPW locations.

Proceeding, Mr. Lamy apprised that he, Mr. Geraghty and Paul Dusek, County Attorney, had been discussing issues surrounding Harrington Hill Road in the Town of Warrensburg for some time. He explained that the situation dated back to the 1950's, when the road had transferred from Town to County ownership. Mr. Lamy said that a change in the alignment of the road had left a portion of it unused but giving access to private property. He advised that the group had been researching the ownership of the unused portion of the road for some time and Mr. Dusek was of the opinion that something had to be done; however, he said, it had not been determined whether the County, Town or both groups together should move to improve the road. Mr. Lamy stated that if it was determined that the County had a liability or exposure with respect to the portion of unused road a project would have to be started to improve the stretch of road or action would have to be taken to abandon the stretch of road to the Town of Warrensburg.

Mr. Belden stated that it was his recommendation that Mr. Lamy continue to work on the matter as it could prove to become a considerable liability to the County. Mr. Geraghty stated that because this portion of road had not been treated or repaired in some time it might be wiser to abandon the road to the Town, who would in turn abandon it also. Mr. Lamy stated that he was prepared to do whatever the Committee determined was the property procedure and he, Mr. Geraghty and Mr. Dusek would continue to research the matter.

Mr. Haskell asked who had raised the issue with respect to the portion of road in question and Mr. Lamy replied that it was actually the owners of the property along the route, some of whom wanted the road fixed and maintained, while others preferred for it to be gated and left alone. Mr. Lamy stated that they would have to make a decision that would not discriminate against any party owning property along the route and not causing a situation that would land-lock any of the parcels.

Moving to the next agenda item, Mr. Lamy reminded the Committee that both he and Mr. Tennyson had been granted permission to attend a recent Bridge Conference in Syracuse, NY. He noted that copies of the Conference agenda and workshop descriptions were included in the agenda packet and listed the many topics discussed. Mr. Lamy stated that the Conference had been outstanding and had included case studies on bridge projects and experiences for solving issues. The Conference had been well attended on a State-wide basis, and it was in their best interest to continue attendance in the future, he added.

Mr. Lamy apprised that the final agenda item referred to a listing of topics pending from prior Committee meetings, which was included on page 39. He outlined them as follows:

- 1) Referring to the Corinth Road reconstruction project, Mr. Lamy stated that this had been discussed earlier and it had been determined that a special Committee meeting would be scheduled with reference to the project;
- 2) Mr. Lamy stated that no further action had been taken with respect to the possible conveyance of Town of Johnsburg Tax Map Parcel #118.10-1-33. He said that they were awaiting action on the part of the Wevertown Fire Company and no further action was necessary on the County's part. Mr. Lamy asked that this item be removed from the listing of pending items;
- 3) Mr. Lamy reminded the Committee that the Budget Performance Report had been discussed earlier in the meeting;
- 4) Regarding Mr. Gabriel's request to research the use of bio-diesel fuels Mr. Lamy stated that although he had no current update for the Committee he continued to work on this item and would return to the Committee with his findings at a future meeting. He noted that they had not received a bid for this type of fuel and the bids had already been awarded for 2008, so the use of bio-diesel fuels

would be something researched for use in the future.

Mr. Belden stated that he had received a copy of the responses to the County fuel bids and he asked if the County had bid the No. 2 fuel themselves or if the State had done it on their behalf. Mr. Lamy replied that although he did not have that information on hand, he was fairly sure that the County had bid this item themselves. Mr. Belden noted that the price received through the bid process for the No. 2 fuel had been fairly high and he asked Mr. Lamy to double check to be sure that the State had not bid this on the County's behalf.

As there was no further business to come before the DPW Committee, on motion made by Mr. Haskell and seconded by Mr. Bentley, Mr. Belden adjourned the meeting at 9:13 a.m.

Respectfully submitted,
Amanda Allen, Legislative Office Specialist